



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## SDLF Gold-Level of Governance



President – Kevin Graves • Vice-President – Bill Mayer • Director – Robert Leete • Director – Bill Pease • Director – Chris Steele

**NOTICE OF THE REGULAR MEETING  
OF THE INTERNAL OPERATIONS COMMITTEE  
OF THE TOWN OF DISCOVERY BAY  
THURSDAY, November 8, 2018  
STANDING INTERNAL OPERATIONS COMMITTEE REGULAR MEETING 4:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**Internal Operations Committee Members**

*Chair Kevin Graves  
Vice-Chair Robert Leete*

- A. ROLL CALL**
1. Call business meeting to order 4:00 p.m.
  2. Roll Call.
- B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**  
During Public Comments, the public may address the Committee on any issue within the Committee's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time that item is before the Committee for consideration. Any person wishing to speak must come up to the designated location. There will be no dialog between the Committee and the commenter. Clarifying questions must go through the Committee.
- C. DRAFT MINUTES TO BE APPROVED**
1. August 23, 2018 Internal Operations Committee DRAFT meeting minutes.
- D. DISCUSSION ITEMS**
1. Discussion Regarding District Office Winter Break Closure.
  2. Discussion Regarding Cancellation of Regular Board Meeting on January 2, 2019.
  3. Discussion Regarding Amending the Personnel Manual.
- E. FUTURE DISCUSSION/AGENDA ITEMS**
- F. ADJOURNMENT**
1. Adjourn to the next Standing Internal Operations Committee meeting at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."